

Best Practices

Signature Rooms Quick Start Guide

1. Design your space

1. **Review the size of your space.** Ensure it can support high-level design [requirements](#) and your desired capacity.
2. **Establish your room's orientation** and primary display wall. Typically, the widest wall is best for a 21:9 display and good sightlines, but exceptions are made for existing conditions or obstructions. In a Small Signature, a longitudinal orientation can be used due to the relatively small display and need for a larger rear collaboration zone. Large Signature rooms are usually most orientation-flexible due to their size and more advanced AV tech.
3. **Consider lighting [best practices](#).**
4. **Lay out your [furniture](#)** with the remote view in mind. Wider, arc-shaped tables provide the best views for remote attendees, while guitar-pick and U-shaped tables improve in-room interactions. Depending on your camera's field of view, its distance from the table should be taken into consideration. Plan for a display or screen that does not exceed the table's width.
5. **Consider your [environment](#),** particularly factors that impact acoustics and visual acuity.

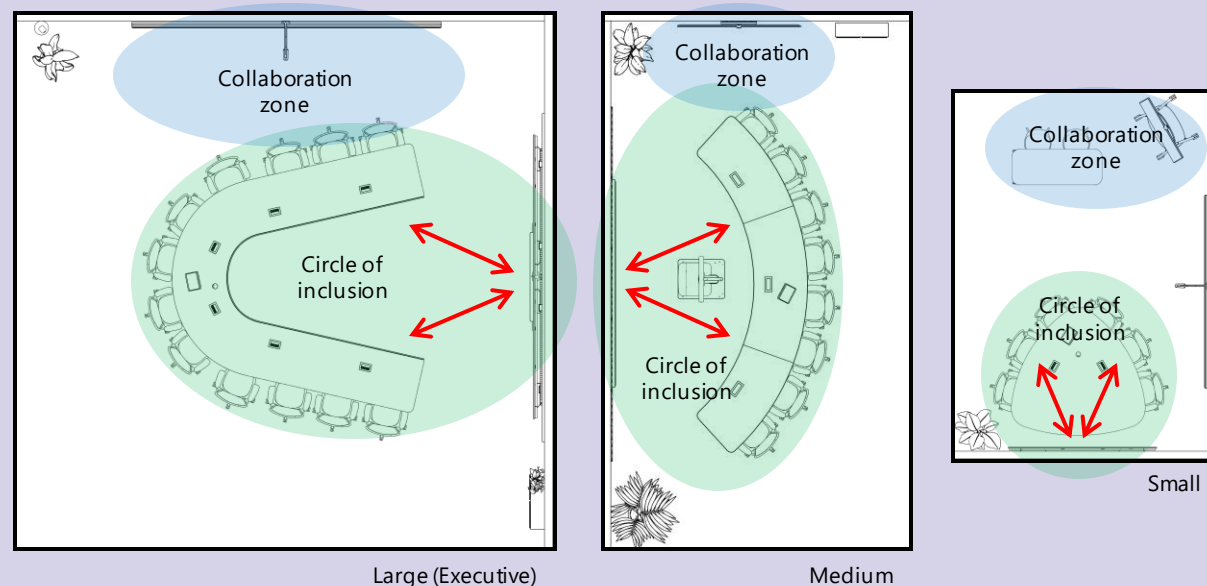
[Read more on this step here>](#)

Pro Tip

Each Signature Archetype is anchored around:

- 1) a **circle of inclusion**, which is open to the display, screen, and camera at one end. This engages remote attendees better than a traditional room layout.
- 2) a **collaboration zone**, in view of remote attendees and with its own capture. This allows content to be jointly created and digitally shared.

The size, furnishings, technology, and layout of Signature room can vary, but always ensure that these two high-level design requirements are prioritized.



2. Select your devices

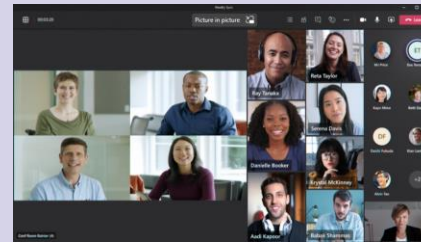
1. **Review your existing infrastructure** and ensure it can support the newest AV devices. Some components like speakers, computes, and displays may be reused, but older projectors and cameras will need to be refreshed. All Signature Room devices should be Teams-certified.
2. **Touchscreen and compute.** This runs the room, and the control panel should be easily accessible on the table.
3. **Display or screen.** Cost, infrastructure, and ambient light are three important factors to consider. 21:9 is the ideal ratio for Teams, but single or dual LEDs work as well.
4. **Audio & video.** Small and Medium Signature rooms are designed to run on simple, integrated camera/sound bars. Ensure the audio and video reach covers the room's dimensions. Large Signature rooms require component systems and/or multi-camera arrays.
5. **Content capture.** Ensure a large portion of the whiteboard is visible and sharable from the control panel.
6. **Collaboration board.** Use this for true 2-way interaction. Ensure it is capable of direct guest join into a meeting.

[Read more on this step here>](#)

Note

The devices and manufacturers listed shown in Microsoft's guidance are examples of available products only and don't represent specific recommendations. Signature Rooms can be built using a variety of different devices. To see a broader list of available devices and manufacturers, see the [Teams Rooms Marketplace](#).

Pro Tips



Research has shown that we rely on subtle physical cues in our communication. Features like [IntelliFrame](#), speaker tracking, and various OEMs' built-in gallery views are a core part of making the hybrid meetings more effective and natural feeling.

Choose a camera that also shows a **whole-room view**, for important context and nonverbal cues from everyone.

Signature Rooms' [Front Row](#) mode puts remote attendees at eye level at the bottom of the screen to improve eye gaze and emulate a more lifelike experience. The eye-level room camera captures participants at a natural human sight line.



For physical whiteboards, [Intelligent Capture](#) uses a camera to share the whiteboard to remote attendees and see through obstructions. Microsoft's digital whiteboard has been integrated into Microsoft Teams and redesigned to create a full-fidelity collaboration experience for those inside and outside the room. This is taken to a full-scale level in rooms equipped with collaboration boards.

3. Select your furniture

Front of room

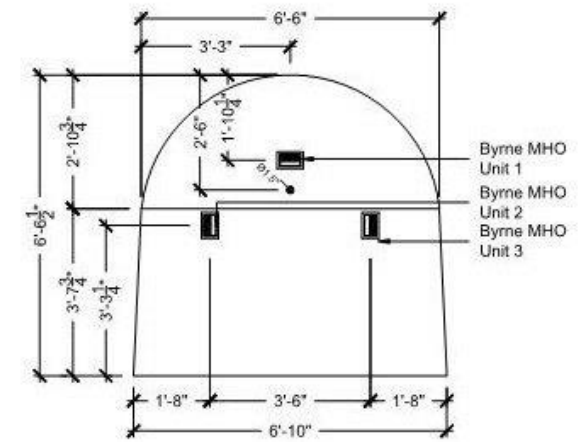
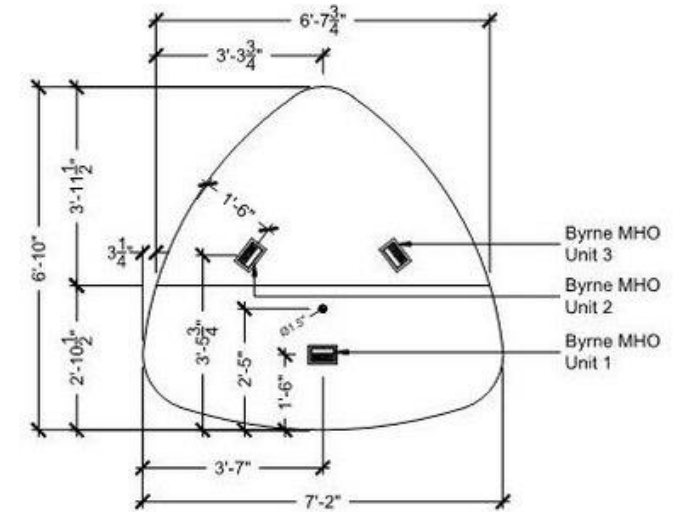
The conference table is designed specifically to optimize an open seating layout where people in the room sit facing the front display. With Front Row, remote and in-person participants face each other just like they would if they were physically sitting together in the room.

Back of room

A standing height table with barstool-type seating can optionally be installed in the back half of the room. The higher elevation ensures that everyone is captured by the front of room camera.

Design considerations

- A “guitar pick” or “gumdrop” shaped table is preferred as it ensures face-to-face engagement between all in-person and remote attendees. The front table should never be narrower than the front display.
- A wheeled or lightweight rear table at a standing height is preferred, as this ensures line-of-sight to the FoR camera and room layout flexibility.

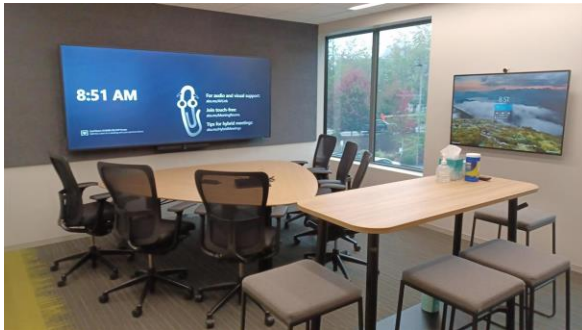


3. Put it all together

Not all Signature Rooms need to look the same. Each Archetype allows for a range of finishes, proportions, technologies, and sizes to meet a given scenario.



Small



Medium



Large (Boardroom)

